

DRAFT AIA[®] Document B101[™] – 2007

Exhibit A

Initial Information

for the following PROJECT:

(Name and location or address)

«Campus Hills Pools Dehumidification Improvements»
«2000 S. Alston Avenue »
«Durham, NC 27701 »

THE OWNER:

(Name, legal status and address)

«City of Durham »« »
«101 City Hall Plaza »
«Durham, NC 27701 »
«Telephone Number:919-560-4197 »

THE ARCHITECT:

(Name, legal status and address)

« Durable Design, PLLC »« »
«811 Ninth Street »
«Suite 120-148 »
«Durham, NC 27704 »
«Telephone Number:919-667-5926 »« »
« »

This Agreement is based on the following information.

(Note the disposition for the following items by inserting the requested information or a statement such as "not applicable," "unknown at time of execution" or "to be determined later by mutual agreement.")

ARTICLE A.1 PROJECT INFORMATION

§ A.1.1 The Owner's program for the Project:

(Identify documentation or state the manner in which the program will be developed.)

«The project will address the following items of work

1. Design of a renovated HVAC system with a new dehumidification unit to improve air quality
2. Replacement of natatorium lighting
3. Correction of leaking roof drain leaders
4. Addition of code-compliant ramps at existing emergency exits from the natatorium and gymnasium
5. Repainting of the natatorium ceiling (structure and deck)

Scope of Services;

Schematic Design Phase

1. Review existing documentation / Durham Swimming Pool Assessment Study
2. Conduct site investigation – including interior and site as necessary to verify existing conditions.

ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An Additions and Deletions Report that notes added information as well as revisions to the standard form text is available from the author and should be reviewed.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

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3. Define and prioritize construction scope.
4. Prepare existing condition plans and other relevant documents.
5. Conduct design meetings.
6. Conduct stakeholder meetings, as needed.
7. Prepare preliminary documents defining the design.
8. Attend owner meetings to coordinate and resolve value engineering, constructability, construction phasing and scheduling issues in the preliminary design.
9. Develop project schedule and cost model
10. Conduct Site Survey
11. Facilitate pre-submittal discussions with the Owner and all State, County, and City authorities having jurisdiction over the Project Work so that Project schedule and budget implications are fully understood.
12. Prepare Basis of Design Report (BODR).

Design Development Phase

1. Develop site and architectural design plans.
2. Conduct design meetings.
3. Conduct stakeholder meetings.
4. Develop phasing concepts if required.
5. Attend owner meetings to coordinate and resolve value engineering, constructability, construction phasing and scheduling issues in the design.
6. Prepare preliminary specifications including complete front-end documents.
7. Update cost estimate and schedule
8. Present plans to required departments/agencies for review; Responsible for all State, County, and City permit applications and approvals.

Construction Document Phase

1. Prepare working drawings defining the complete scope of the project including site, architectural, and engineering work required to meet the objectives of the project.
2. Fully develop written specifications defining the contract requirements and level of quality
3. Conduct meetings as required to receive owner input for design issues.
4. Attend owner meetings to coordinate and resolve value engineering concepts, constructability, construction phasing and scheduling issues in the design.
5. Update cost estimate and schedule
6. Present plans to required departments/agencies for review; responsible for all State, County, and City permit applications and approvals. Selected construction contractor will be responsible for the building permit application and fees.

Bidding and Negotiation Phase

1. Attend pre-bid and award meetings
2. Issue addenda as required.
3. Provide document clarifications to bidders as required.
4. Assist the Owner with receiving bids and bid recommendations.

Construction Phase

1. Conduct pre-construction conference.
2. Conduct regular site observations to monitor the progress of the work. Site visits will be held weekly or bi-weekly by the architectural and engineering team at the project site or sites as appropriate.
3. Attend weekly or bi-weekly construction progress meetings.
4. Provide construction phase services including shop drawing review, certifying applications for payment, responding to RFIs, processing change orders, preparing meeting minutes and monitoring project costs and schedules.
5. Conduct final inspections and follow up inspections to determine completion of the work.

Post Construction Phase

1. Prepare as-built documents based on information from the contractor – printed and digital, in AutoCAD format or other format as Owner requires.
2. Coordinate contractor closeout documents.
3. Present to required departments/agencies for review; Responsible for all State, County, and City permit applications and approvals.
4. Certify final application for payment.
5. Attend 1-year inspections with the Owner and the Contractor (to be held at 10 months after construction substantial completion).

§ A.1.2 The Project's physical characteristics:

(Identify or describe, if appropriate, size, location, dimensions, or other pertinent information, such as geotechnical reports; site, boundary and topographic surveys; traffic and utility studies; availability of public and private utilities and services; legal description of the site; etc.)

« »

§ A.1.3 The Owner's budget for the Cost of the Work, as defined in Section 6.1:

(Provide total, and if known, a line item break down.)

« The initial Stated Limitation on Cost of the Work (SLCW) is \$/\$696,000I. The SLCW may be adjusted during the course of design and construction by means established herein. »

§ A.1.4 The Owner's other anticipated scheduling information, if any, not provided in Section 1.2:

« The following anticipated schedule is based on Notice to Proceed Date.

Schematic Design Phase –	32 days
Design Development Phase -	75 days
Construction Document/Bid Manual Phase -	110 days
Bidding Phase (includes City Council approval) -	131 days
Construction Phase -	162 days
Post-Construction Phase -	45 days

»

§ A.1.5 The Owner intends the following procurement or delivery method for the Project:

(Identify method such as competitive bid, negotiated contract, or construction management.)

«Competitive Bid »

§ A.1.6 Other Project information:

(Identify special characteristics or needs of the Project not provided elsewhere, such as environmentally responsible design or historic preservation requirements.)

« »

ARTICLE A.2 PROJECT TEAM

§ A.2.1 The Owner identifies the following representative in accordance with Section 5.3:

(List name, address and other information.)

«Donna Maskill »

«2011 Fay Street »

«Durham, NC 27704 »

«Telephone Number:919-560-4197 »

«Fax Number:919-560-4970 »

« »

§ A.2.2 The persons or entities, in addition to the Owner's representative, who are required to review the Architect's submittals to the Owner are as follows:

(List name, address and other information.)

« To be decided by Owner »

§ A.2.3 The Owner will retain the following consultants and contractors:

(List discipline and, if known, identify them by name and address.)

« Owner reserves the right to modify this list during the course of the Project »

§ A.2.4 The Architect identifies the following representative in accordance with Section 2.3:

(List name, address and other information.)

«Mark Zack »

«Durable Design, PLLC »

«811 Ninth Street »

«Suite 120-148 »

«Durham, NC 27704

Telephone Number:919-667-5926 »

§ A.2.5 The Architect will retain the consultants identified in Sections A.2.5.1 and A.2.5.2.

(List discipline and, if known, identify them by name, legal status, address and other information.)

§ A.2.5.1 The following Consultants are among those retained by the Architect to perform Basic Services:

.1 Structural Engineer

«LHC Structural Engineers, PC

«1331 Sunday Dr #121 »

« Raleigh, NC 27607 »

«Telephone Number: 919-832-5587 »

« »

.2 Mechanical Engineer

«Sigma Engineered Solutions, PC »« »

«2100 Gateway Centre Blvd # 100,

Morrisville, NC 27560 »

«Telephone Number: 919-840-9300 »

.3 Electrical Engineer

Sigma Engineered Solutions, PC »« »

«2100 Gateway Centre Blvd # 100,

Morrisville, NC 27560 »

«Telephone Number: 919-840-9300

.4 Cost Estimator

Harris Cost, LLC

544 Norman Drive

Easley, SC 29640

Telephone Number: 864-307-0021

.5 Civil Engineer, Landscape Architect

Coulter Jewell Thames, PA

111 W Main St,

Durham, NC 27701
Telephone Number: 919-682-0368

§ A.2.5.2 Consultants retained under Additional Services:

« »

§ A.2.5.3 Project Team. The following persons are designated by the Architect as key members of the Project Team:

Charlene Thorne, Durable Design, PLLC-Project Architect
Thomas Hunter, Jr. Sigma Engineered Solutions, PC-Engineering Project Manager
Paul Romiti, Sigma Engineered Solutions, PC-Mechanical Engineering
Brent Hanes, Sigma Engineered Solutions, PC-Mechanical Engineering
Scott Bosiger, Sigma Engineered Solutions, PC-Electrical Engineering
Steven Richardson, Sigma Engineered Solutions, PC-Electrical Engineering
Wendi Ramsden, Coulter Jewell Thames-Site Design »

§ A.2.6 Other Initial Information on which the Agreement is based:
(Provide other Initial Information.)

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